

ROCK COUNTY, WISCONSIN



Board of Supervisors
51 South Main Street
Janesville, WI 53545
(608)757-5510
Fax (608)757-5511

**FINANCE COMMITTEE
THURSDAY, FEBRUARY 14, 2013 - 5:15 P.M.
COMMITTEE CHAIRS' CONFERENCE ROOM – FOURTH FLOOR
ROCK COUNTY COURTHOUSE-EAST**

Agenda

1. Call to Order and Approval of Agenda
2. Committee Review and Approval of Per Meeting Allowances
3. Citizen Participation, Communications and Announcements
4. Approval of Minutes – February 7, 2013
5. Transfers and Appropriations
 - A. UW Extension (2)
 - B. Rock Haven
6.
 - A. Bills
 - B. Bills Over \$10,000
 - C. Encumbrances Over \$10,000
 - D. Pre-Approved Encumbrance Amendments
 - 1) UW Extension
 - E. Approval of Bills for Other Departments
7. Review of Resolution
 - A. Authorizing Additional Contingency Funding and Amending the 2013 Budget for the Rock Haven Project (Will be provided at the meeting)
8. Purchasing Procedural Endorsement
 - A. Awarding Contract for Collection Services
9. Adjournment

**NOTE: Location,
Time & Date**

ROCK COUNTY

SUPPLEMENTAL APPROPRIATIONS - TRANSFERS

12-90

Transfer No.

Requested by UW Extension

Jim Stute

Department

Department Head

1/10/13

Date

FROM

ACCOUNT #	DESCRIPTION	AMOUNT
56-5610-0000-63500	R&M Supply	1,814

TO

ACCOUNT #	DESCRIPTION	AMOUNT
56-5610-0000-62400	R&M Service	1,814

FISCAL NOTE:

Sufficient funds are available in the above object code for the requested transfer.

ADMINISTRATIVE NOTE:

Recommended. *ESK*

REQUIRED APPROVAL:

Governing Committee

Finance Committee

DATE

COMMITTEE CHAIR

File

ROCK COUNTY TRANSFER REQUESTS

12-90

TO: FINANCE DIRECTOR

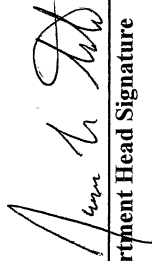
REQUESTED BY: UW-Extension

Jim Stute

DATE: 1/10/2013

Department

Department Head Signature



FROM:	AMOUNT
ACCOUNT #: 56-5610-0000-63500 DESCRIPTION: Repair & Maintenance Supply	\$ 1,813.18
CURRENT BALANCE: \$ 4,804 81.21 PROVIDED BY THE FINANCE DIRECTOR	\$ 1,817
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	

TO:	AMOUNT
ACCOUNT #: 56-5610-0000-62400 DESCRIPTION: Repair & Maintenance Service	\$ 1,813.18
CURRENT BALANCE: \$ 1,817 PROVIDED BY THE FINANCE DIRECTOR	\$ 1,817
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	
CURRENT BALANCE: \$ PROVIDED BY THE FINANCE DIRECTOR	
ACCOUNT #: DESCRIPTION:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC:

Repair & Maintenance expense is a variable from year-to-year to cover on-going maintenance. Sufficient funds remain in the 2012 budget to cover the shortage in Repair & Maintenance Service.

REASON TRANSFER IS NECESSARY - BE SPECIFIC:

Additional maintenance staff hours were required throughout the year to handle various fairgrounds rentals and maintenance requirements. Sufficient funds remain in the R&M Supply account to cover the transfer.

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 1/31/13 Transfer No. 12-98
 Requested By UW Extension Department Jim Stute Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 56-5600-0000-62119 Description: Other Contracted Services Current Balance: \$20,625 SO 2/1/13	8,315	Account #: 56-5600-0000-61108 Description: Seasonal - Regular wages	8,315
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	
Account #: Description: Current Balance:		Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Salary savings on 133 Contract, Horticulture position open since August 1.


REASON TRANSFER IS NECESSARY - BE SPECIFIC

Retirement payout for Judy Horvath. Unbudgeted due to lack of notification.

FISCAL NOTE:

Sufficient funding is available for transfer.

ADMINISTRATIVE NOTE:

Recommended.


REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

Governing Committee _____

Finance Committee _____

Rock County Transfer Request - Over \$500

TO: FINANCE DIRECTOR Date 01/28/2013 Transfer No. 13-03
 Requested By Rock Haven Department Sherry Gunderson Department Head

FROM:	AMOUNT	TO:	AMOUNT
Account #: 32-8000-9700-61101 Description: Medical Staff Prod Wages Current Balance: \$105,988 SB 01/28/13	\$105,988	Account #: 32-8000-9700-62174 Description: Medical Staff Internist	\$138,746
Account #: 32-9000-9940-61400 Description: Employee Benefits FICA Current Balance: \$587,990 SB 1/28/13	\$7,823	Account #: Description:	
Account #: 32-9000-9940-61510 Description: Employee Benefits Retirement Current Balance: \$502,768 SB 1/28/13	\$10,415	Account #: Description:	
Account #: 32-9000-9940-61610 Description: Employee Benefits Health Ins Current Balance: \$2,881,526 SB1/28/13	\$14,520	Account #: Description:	

REASON FUNDS ARE AVAILABLE FOR TRANSFER - BE SPECIFIC

Doctor Rao retired effect January 4, 2013. He was budgeted as a salaried physician in the 2013 budget. His position will not be refilled with a salaried physician, thus the remaining funds after his payout will be available for additional consulting internist time.


REASON TRANSFER IS NECESSARY - BE SPECIFIC

With the retirement of Doctor Rao there is a need for more funds in the internist budget to allow for the funding of more consultant internist time to cover the medical needs of Rock Haven.

FISCAL NOTE:

Sufficient funds are available for transfer.

ADMINISTRATIVE NOTE:

Recommended.


REQUIRED APPROVAL

DATE

COMMITTEE CHAIR

- Governing Committee _____
- Finance Committee _____

PURCHASE ORDER NUMBER P1200408 PEID 014330

PRE-APPROVED ENCUMBRANCE AMENDMENT FORM

This form must be used when adding funds to or changing an account number of a previously approved encumbrance. Please complete this form and e-mail to Susan Balog in Accounting (balog@co.rock.wi.us), Cheryl Mikrut in Accounting (mikrut@co.rock.wi.us) **and** Jodi Millis in Purchasing (jodi@co.rock.wi.us). Susan or Cheryl will forward on to your governing committee for approval. The Encumbrance and Purchase Order will be updated upon approval of all necessary committees and County Board (if amendment is over \$10,000).

DATE 1/31/13

DEPARTMENT UW-Extension

COMMITTEE Ag & Extension

VENDOR NAME Manpower

ACCOUNT NUMBER 56-5610-0000-62400

FUNDS DESCRIPTION R&M Labor

AMOUNT OF INCREASE \$ 1814.00

INCREASE FROM \$ 35,571.52 TO \$ 37,385.52

ACCOUNT BALANCE AVAILABLE \$ 1,814 pending approval of transfer SO 2/1/13

REASON FOR AMENDMENT Labor costs

APPROVALS

GOVERNING COMMITTEE _____
Chair _____ Date _____

FINANCE COMMITTEE _____
Chair _____ Date _____
(If over \$10,000)

COUNTY BOARD _____
Resolution # _____ Adoption Date _____
(If over \$10,000)

RESOLUTION NO. _____

AGENDA NO. _____

**RESOLUTION
ROCK COUNTY BOARD OF SUPERVISORS**

Human Services Board
INITIATED BY



Timothy Zuehlke, HSD Controller
DRAFTED BY

Human Service Board
SUBMITTED BY

February 4, 2013
DATE DRAFTED

Awarding Contract for Collection Services

- 1 **WHEREAS**, funds have been incorporated into the 2013 Human Services Budget to contract with a
- 2 private firm for collection services; and,
- 3
- 4 **WHEREAS**, Rock County has outstanding debt that has been uncollectible through the State of
- 5 Wisconsin Tax Revenue Intercept Program; and,
- 6
- 7 **WHEREAS**, the contract states a commission to be paid of 19% of all collectible debt; and,
- 8
- 9 **WHEREAS**, the contract will be entered under the State of Wisconsin contract #15-94633-401.
- 10
- 11 **NOW, THEREFORE, BE IT RESOLVED**, by the Rock County Board of Supervisors, duly assembled
- 12 this _____ day of _____, 2013, that a contract for Collection services commencing January 1,
- 13 2013, be awarded to Professional Placement Services, LLC of Milwaukee, Wisconsin in the amount of
- 14 estimated cost of \$16,000 based on the terms and conditions set forth in the contract; and,
- 15
- 16 **BE IT FURTHER RESOLVED**, that it will be a two-year contract with an option for a one-year annual
- 17 extensions upon the approval of the Human Services Board.

Respectfully Submitted,

ROCK COUNTY HUMAN SERVICES BOARD

Brian Knudson, Chair

Shirley Williams

Sally Jean Weaver-Landers, Vice Chair

Marvin Wopat

Terry Fell

PURCHASING PROCEDURAL ENDORSEMENT

William Grahn

Reviewed and approved on a vote of

Ashley Kleven

Mary Mawhinney, Chair

Phillip Owens

Terry Thomas

Awarding Contract for Collection Services

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FISCAL NOTE:

This resolution authorizes a contract with Professional Placement Services, LLC for debt collection services. Professional Placement Services will retain a commission of 19% of any collected debt.


Sherry Oja
Finance Director

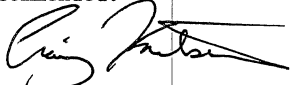
LRGAL NOTE:

The County Board is authorized to take this action pursuant to secs. 59.01 and 59.51(2), Wis. Stats.


Eugene R. Dumas
Deputy Corporation Counsel

ADMINISTRATIVE NOTE:

Recommended.


Craig Knutson
County Administrator

Executive Summary

The purpose of this resolution is to authorize a contract with Professional Placement Services, LLC for collection services of Rock County Human Services outstanding debt.

Currently, Rock County Human Services utilizes the State of Wisconsin Tax Revenue Intercept Program to collect outstanding debt. This program has seen a decrease in collections over the past couple of years and we were looking at options of collecting more of this debt.

We have estimated that this service would collect between \$95,000 and \$115,000 of our current debt. The only expense that we would incur would be at the time of collection. The commission to be paid to Professional Placement Services would be 19%.